

**IMPERIAL VALLEY COLLEGE**  
**Science, Mathematics, and Engineering Division**  
**Minutes**  
**August 21, 2009**  
**Room 410**

**CALL TO ORDER**

The meeting was called to order at 2:36 p.m.

**FULL TIME MEMBERS PRESENT**

S. Alvarado, A. Chien, A. Cozzani, S. David, J. Fisher, D. Gilison, O. Hernandez, J. Higginson, J. Kitzmiller, R. Lavery, E. Lehtonen, A. Leon, K. Marty, T. Morrell, S. Moss, J. Nelipovich, B. Nilson, P. Pauley, M. Shokoufi, A. Voldman, and L. Zhao, Chair.

**FULL TIME MEMBERS ABSENT**

R. Castrapel, E. Chang (excused) and B. Riehle (excused)

**ADJUNCT MEMBERS PRESENT**

None

**STAFF PRESENT**

C. Cortés-Ramirez, O. Duarte, N. Everly, R. Marin, and M. Reyes

**STAFF ABSENT**

A. Galeana (excused)

**COUNSELING LIAISONS**

L. Mazeroll

**GUESTS**

None

**APPROVAL OF MINUTES**

The minutes for May 28, 2009 were approved unanimously, as presented, (MSC-A. Leon/E. Lehtonen).

**DIVISION MATTERS**

*Communications:* L. Zhao had the following communications to report:

*Welcome Back:* L. Zhao welcomed everyone back. She also reminded those present that she has a 199 day contract, which means that outside the academic year she has an extra 22 days which she can designate herself. Anything outside of that are non-contract days. She apologized if she didn't return e-mails or phone calls promptly or not at all during her non-contract days.

*Kudos to Summer Hiring Committees:* L. Zhao thanked the 4 hiring committees that worked during the summer who only had two weeks to wrap up the hiring process of 5 full time faculty positions. The following Division members were on committees: Biology Position – S. David, N. Everly, and S. Moss; Math Positions – E. Lehtonen, O. Hernandez, and C. Cortés-Ramirez; Math Lab Tutorial Specialist Position – B. Nilson, O. Hernandez, and R. Marin; Physics/Math Position – D. Gilison, K. Marty, and M. Reyes. L. Zhao once again thanked all those volunteers.

*Introduction of New Faculty:* L. Zhao asked that each of our 5 new faculty members introduce themselves. A. Cozzani, Physics/Math Instructor; S. Alvarado, Math Lab Tutorial Specialist (1 Year Full Time Temp); E. Chang, Biology Instructor; J. Kitzmiller, Math Instructor; and J. Nelipovich, Math Instructor.

*New Faculty Mentors:* L. Zhao stated that the mentor list is compiled from tenured faculty. She asked that all those new faculty who will be in the tenure process, to look at the list attached to their agenda packet and designate their Tenure Review Committee Member/Chair by sometime November. A. Leon was added to the list.

*Congratulations to Newly Tenured Faculty:* L. Zhao congratulated A. Leon, D. Gilison, and T. Morrell who are now officially tenured faculty.

*2009-2010 Division/Department Meeting Schedules:* L. Zhao announced that attached to the agenda packet was the new format of the meeting schedules. It was reviewed by all those present. L. Zhao went over the calendar and some corrections were done. L. Zhao pointed out the deadlines for department approval of college catalogue items before they are to be approved no later than at the March 11<sup>th</sup> Division Meeting. All supporting materials are to be given to the Division Office before any meeting material submission deadlines for distribution in the agenda packet.

*Full-Time Temp and Part-Time Faculty Evaluations:* L. Zhao went over the evaluation procedures and a list of faculty who need to be evaluated in 0910. She stated that all full-time temps are to be evaluated before their contract is up. L. Zhao stated that there were a total of 10 members that need to be evaluated either in F'09 or Spr'10. L. Zhao also added that M. Shokoufi had a good suggestion of having different faculty do the evaluations for a particular faculty so as to not have the same member evaluating the same temp or adjunct. The following volunteered to do evaluations: A. Leon—S. Alvarado (Spr'10); B. Nilson—D. Bradshaw (Spr'09) already done, paperwork needs to be submitted and V. Suarez (F'09); E. Lehtonen—C. Duarte (Spr'10), P. Hernandez (F'09), and R. Varela-Ham (Spr'10); A. Voldman—N. MacGaffey (F'09); T. Morrell—C. Murray (F'09); and M. Shokoufi—E. Niebla (F'09) and R. Soqui (F'09). L. Zhao added that A. Chien was to have evaluated Z. Barr Spr'09 and R. Lavery was to have evaluated F. Fiorenza Spr'09. The official evaluation has not been submitted. A. Chien mentioned the problems he had with Z. Barr and R. Lavery will be contacting F. Fiorenza to sign his evaluation.

*Program Review:* L. Zhao announced that she was told that the Program Review forms are being revised. D. Chun will provide the data by September 4<sup>th</sup>. Each of our Division Departments will be doing a 1 year Program Review – PART I (Ag, Math, and Science), Math will also be doing a 3 year Program Planning – PART II.

*Budget and Purchase Requisition Form:* L. Zhao stated that the State budget does not look good. The cuts have been done campus wide: currently there are no monies for student salaries, W'10 budget is completely gone, Math Department Extra Duty Contract monies are completely gone, staff overtime is completely gone, there is no more field trip funds, travel monies are still the same for now - \$400 per person, and the non-personal expenses got cut about 30% (ex: materials, equipment, Math Festival, etc...). She asked that the Division be frugal. The budget will be adopted by the Board on the 15<sup>th</sup> of October. She explained that the major purpose for all those cuts was to not to lay off any faculty or staff members. L. Zhao added that for those that still were intending on requesting a purchase, to submit the Purchase Requisition Form (electronic form sent to all Division members). L. Zhao asked that all members save that form on their hard drives. She went over the form format (tab 1 is the purchase requisition form, tab 2 is the justification, and tab 3 is to be used to include/attach a quote). She asked that once the form is completed, if the member is from the Science Department, the form is e-mailed to L. Zhao and N. Everly. If the member is from the Math Department, the form is to be e-mailed to E. Lehtonen, N. Everly, R. Marin, and L. Zhao. Discussion followed on concerns over field trips and math tutors.

*Winter '10 and Spring '10 Schedule Updates:* L. Zhao announced that the W'10 budget is at a zero. She was told that the college is working on calculating FTES's produced in F'09. The Spr'10 FTES's will be projected based on the F'09 FTES's. If the total FTES's projected are lower than last year's FTES's, the college may consider offering W'10 – provided the funding is there. L. Zhao added that the other alternative will be that the total FTES's projected from F'09 and Spr'10 is lower than last year, we may still not offer W'10 but offer two sessions of Sum'10. Nothing is official yet. Discussion followed on the budget, fill rates, and the limit 25% of crashers – per contract. L. Zhao announced that Spr'10 schedule is tied to the budget. We might have to cut or add classes – it all depends on the total FTES's that the District will be paid for by the State.

*NSF Grant Task Force Updates:* L. Zhao reported that a few people worked during the summer on the National Science Foundation Grant preparation and those names were mentioned in Dr. Gould's speech. He didn't mention O. Duarte for taking notes and she would like to thank Duarte for that. L. Zhao also mentioned that she has pulled herself out from this project due to her other commitments. The District is looking for someone to take over and finish the project.

*New Science Building Updates:* L. Zhao announced that initially she was informed informally by the architect that the building should be ready in August, giving us 3 months to move in, and ready for instruction for either W'10 or Spr'10. Three division volunteers (R. Castrapel, T. Morrell, and B. Nilson) and she along with other people from the college had a furniture tour to help the College to select furniture for the new building. The idea is that the same style will be used for other buildings later. She also said the administration is discussing with her the room designation and room numbering system. She thought that the room designation is too specific and she prefers more general designation. The numbering system is confusing but maybe makes sense to other people and with the signs of directions. R. Lavery said that he has toured the building (the downstairs and the planetarium) and briefed the members on his visit. He stated that he did suggest to E. Gould that it would be nice to have the whole Division tour the building and E. Gould agreed. B. Nilson added that during their furniture tour, at their lunch, Rick W. stated that the building crew was on schedule and anticipated to have the building ready to move in by October or November. K. Marty, N. Everly, and C. Cortés-Ramirez have also been given a tour. A brief discussion followed.

*Accreditation Updates:* L. Zhao stated that this subject was covered during orientation.

*SLO Updates:* L. Zhao stated that she didn't go to the workshop because of other commitment. She asked those that did attend to share the information: A. Leon, D. Gilison, and M. Shokoufi. M. Shokoufi gave a brief update on the information given to them at the workshop. They have put together a program mission to be presented to the Math Department at the next meeting. D. Gilison thanked everyone who turned in their SLO materials to him this summer. He added that he is still taking materials. A brief discussion followed. L. Zhao reminded those submitting SLO ID form or Assessment form to e-mail to: Math—E. Lehtonen and Science—L. Zhao. All SLO questions are to be sent directly to T. Pfister.

*College Summer Fair:* L. Zhao thanked R. Castrapel, D. Gilison, and J. Fisher for participating in the college summer fair during their free time. The fair was organized by the Counseling Department. She encouraged the division members to notify the Division Office when they volunteer the outreach or fair activities so the adequate support could be provided to them.

*Division Office Update:* C. Cortés-Ramirez went over some basic Division Office procedures: schedule with 5 office hours spread throughout 4 days to be sent electronically to the Division Office by the end of the 2<sup>nd</sup> week in the semester; syllabi is to be e-mailed to the Division Office by the end of the 2<sup>nd</sup> week in the semester; preferably supplies should be ordered by e-mail to the Division Office; the Division Office hours are 7:30 a.m. – 7:00 p.m. Monday-Friday when classes are in session; and she reminded faculty to check their mailboxes (located in the mailroom by the faculty lounge).

*Math Lab Updates:* R. Marin mentioned that S. Alvarado will be working as the Math Lab Tutorial Specialist. He mentioned that aside from the tutors, the lab has video materials available for the students to use. R. Marin will be sending out the Lab schedule out soon. L. Zhao asked E. Lehtonen to be working on getting monies for tutors since none have been hired as of today.

*Science Lab Updates:* N. Everly thanked everyone for turning in their lab schedules on time. She added that she had sent out a preliminary open lab schedule. Once it's determined that there are no conflicts, she will be sending out the official open lab schedule as well as posting them in the classrooms.

## **DEPARTMENT REPORTS**

*Math Department:* E. Lehtonen reported that R. Soqui was hired as a new adjunct. He reported that he needs to work with the leads designated with to the SLO's for higher level courses. L. Zhao reported that B. Riehle has a medical condition that requires attention and will be out from September 25<sup>th</sup> through the end of the semester. She will be returning for the Spr'10 semester. The Division will be supportive to whatever needs arise.

*Science Department:* L. Zhao reported that the Science Department did not meet for the last Department meeting because of lack of agenda items.

*BSI:* A. Leon reported that there was no new information from F. Rapp or K. Berry. They will be looking at the process used in the past for spending BSI monies. He asked those that participated in the summer institute to share their experience with the Division. B. Nilson stated that she had a very successful class; no one failed the class 19 out of 20 students passed with a “C” or better. She went over the schedule for those students in the institute and A. Cozzani shared his experience as well. A brief discussion followed.

*Academic Senate:* R. Lavery reported that at the end of the end of last year, there was discussion to have the Senate support W’10. The Senate did not pass the resolution. Another issue discussed with the Senate was the limit of overload faculty members are allowed to do. He went over some of the concerns. SLO’s have also been discussed as how they are tied in to Accreditation. Last year the Senate conducted a fundraiser where they raised a little over \$4,000 for scholarships. He added that as of this year the Senate has a new president. L. Zhao added that our Division has 4 at-large Senators: L. Zhao, D. Gilison, B. Nilson, and E. Lehtonen. R. Lavery is the Division representative.

### **COMMITTEE REPORTS**

L. Zhao informed the Division that minutes to all of these committees are available through the IVC website. If there are any questions or concerns, they should be taken to the representative stated:

*Academic Senate – R. Lavery  
College Council – No Representative  
Curriculum and Instruction – L. Zhao  
Planning and Budget – L. Zhao  
Other Committee Reports*

### **OTHER**

*No other items were added.*

### **ADJOURNMENT**

The meeting was adjourned at 3:54 p.m.

cc: E. Gould, Superintendent/President  
K. Berry, Vice President for Academic Services

*Approved on October 8, 2009  
Recorder: Carol Cortés-Ramirez*